Certificate of Eligibility – South Dakota Migrant Education Program

➲**Name of School District:**

FAMILY DATA

1A. Father/Guardian (Last, First, Middle Name):	2A. Street Address:
1B. Mother/Guardian (Last, First, Middle Name):	2B. City: State: Zip Code:
1C. Self-Eligible Youth (Last, First, Middle Name):	2C. Home or Employer or Contact Phone Number:

CHILD DATA

3. Name of Child/Youth (Last, First, Middle)	4. Sex	5. Birthdate / /	6. VER.	7. Grade	8. Race Code	9. SIMS # (9 digits)	10. Birth Place City/State/Country

ELIGIBILITY DATA

11. The family moved from: (school district, city, state/country)	12. Parents Qualifying Activity at **previous** residence: (use codes on reverse side)	12 (a). Number of months at **previous** residence:	13. Date Arriving in District/State: Qualifying Arrival Date (QAD) _____ / _____ / _____
14. The above child(ren) moved: ☐ with parent ☐ to join parent ☐ on his/her own	15. Place/location of current qualifying employment:		16. School Enrollment Date: _____ / _____ / _____

17. The parent(s)and/or child(ren) moved in order to:
☐ **enable parent/youth to obtain:** ☐ **enable parent/youth to seek (intent only):**
☐ Temporary ☐ Seasonal *AND* ☐ Agricultural ☐ Fishing employment
Qualifying Activity at time of enrollment (Use the codes on reverse side):

18. Identify and describe other work (in addition to agricultural or fishing work), if any, in which household members are engaged (**Primary Means Of Livelihood**).

19. Comments:

20. A child absent from school for ten (10) consecutive days must reenroll in the MEP. Please explain the reason for the child's absence.

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21. ☐ YES ☐ NO Based on the interview, the interviewer has determined that the qualifying work is an important part of providing a living for the worker and his or her family (Primary Means of Livelihood).

22. ☐ YES ☐ NO Based on the interview, the interviewer has determined that the work engaged in by this worker is either temporary, seasonal agricultural or fishing work or the worker views this activity as a temporary task.

23. ☐ YES ☐ NO The person(s) identified has/have been informed of the Family Educational Rights and Privacy Act and told that the child(ren)'s records may be sent to other schools where the child intends to enroll.

24. ☐ YES ☐ NO Based on information obtained during the interview, it has been determined that the family engages in a migratory lifestyle.

Explain a "NO" answer to Questions 21 through 24 here:

➲ Parent signature is not mandatory, but a good practice. All COE's must be signed by the interviewer and a district representative (superintendent/principal/director)

Parent Signature: _____ Date:_____ Interviewer: _____Date: _____

Signature of Certified LEA Representative: _____ Title: _____ Date: _____

25. I D & R Review
(SEA Use Only)

State Director:
Initials: _____
Date: _____
☐ Eligible
☐ Not Eligible

ID&R Coord.
Initials: _____
Date: _____
☐ Eligible
☐ Not Eligible

Keep a copy of COE for your records; Send original COE w/ signatures to: Migrant Education Program, SD Dept of Education, 700 Governors Drive, Pierre SD 57501-2291

Revised: 07-28-08

See reverse for instructions on completion of the COE and COE codes.

South Dakota Migrant Education Program
Temporary or Seasonal Agricultural Qualifying Activity Code List

Beef Processing
A-00.....Intent Only
A-01.....Pen Rider
A-02.....Cattle Sorter
A-03.....Slaughter
A-04.....Skinner
A-05.....Evisceration
A-06.....Meat Cutter
A-07.....Packager
A-08.....Processor/Transporter
A-09.....Other (specify)
A-10.....Rover
A-11.....Combing

Fertilizer Plant
B-00.....Intent Only
B-01.....
B-02.....Application
B-03.....Other (specify)

Feed Lot
C-00.....Intent Only
C-01.....Cattle Handler
C-02.....Pen Cleaner
C-03.....Feeder
C-04.....Feed Preparation
C-05.....
C-06.....Other (specify)

Elevator/Feed Mill
D-00.....Intent Only
D-01.....
D-02.....Fertilizer Application
D-03.....Grain Drying
D-04.....Feed Mixing
D-05.....Other (specify)

Alfalfa Mill
E-00.....Intent Only
E-01.....Planting
E-02.....Cutting
E-03.....Chopping
E-04.....Bailing
E-05.....
E-06.....Spraying
E-07.....Pellet Production
E-08.....Irrigation
E-09.....Other (specify)

Soybeans
G-00.....Intent Only
G-01.....Bed Preparation
G-02.....Planting
G-03.....Cultivating
G-04.....Irrigation
G-05.....Harvesting
G-06.....Hauling (specify)
G-07.....Other (specify)

Wheat
G-10.....Intent Only
G-11.....
G-12.....Bed Preparation
G-13.....Planting
G-14.....Cultivating
G-15.....Irrigation
G-16.....Harvesting
G-17.....Hauling (specify)
G-18.....Other (specify)

Corn
G-20.....Intent Only
G-21.....Bed Preparation
G-22.....Planting
G-23.....Cultivating
G-24.....Irrigation
G-25.....Harvesting
G-26.....Hauling (specify)
G-27.....Other (specify)

Sunflowers
G-30.....Intent Only
G-31.....Bed Preparation
G-32.....Planting
G-33.....Cultivating
G-34.....Irrigation
G-35.....Harvesting
G-36.....Hauling (specify)
G-37.....Other (specify)

Milo or Sorghum
G-40.....Intent Only
G-41.....Bed Preparation
G-42.....Planting
G-43.....Cultivating
G-44.....Irrigation
G-45.....Harvesting
G-46.....Hauling (specify)
G-47.....Other (specify)

Ensilage Production
G-50.....Intent Only
G-51.....Bed Preparation
G-52.....Planting
G-53.....Cultivating
G-54.....Irrigation
G-55.....Harvesting
G-56.....Hauling (specify)
G-57.....Other (specify)

Popcorn
G-60.....Intent Only
G-61.....Bed Preparation
G-62.....Planting
G-63.....Cultivating
G-64.....Irrigation
G-65.....Harvesting
G-66.....Hauling (specify)
G-67.....Other (specify)

Honey Bees
HB-00...Intent Only
HB-01...Hive Preparation
HB-02...Hive Care
HB-03...Harvesting Honey
HB-04...Other (specify)

Orchard: Apples
J-00.....Intent Only
J-01.....Harvesting
J-02.....Hauling (specify)
J-03.....Other (specify)

Peaches
J-09.....Intent Only
J-10.....Harvesting
J-11.....Hauling (specify)
J-12.....Other (specify)

Pears
J-19.....Intent Only
J-20.....Harvesting
J-21.....Hauling (specify)
J-22.....Other (specify)

Vineyard
L-00.....Intent Only
L-01.....Harvesting
L-02.....Pruning
L-03.....Hauling (specify)
L-04.....Processing
L-05.....Other (specify)

Logging
LL-00...Intent Only
LL-01...Harvesting
LL-02...Hauling (specify)
LL-03...Other (specify)
LL-04...Planting
LL-05...Pruning

Food Processing
M-01.....Fresh Food
M-02.....Other (specify)
M-03..Cheese Processing
M-10.....Soup Processing

Dairy
N-00.....Intent Only
N-01.....Other (specify)
N-02.....Feeding
N-03.....Calving
N-04.....Milking
N-05.....Dehorning

Truck Farming
O-00.....Intent Only
O-01.....Turnips
O-02.....Beets
O-03.....Tomatoes
O-04.....Sweet Corn
O-05.....Lettuce
O-06.....Onions
O-07.....Cucumbers
O-08.....Carrots
O-09.....Potatoes
O-10.....Strawberries
O-11.....Melons
O-12.....Beans
O-13.....Peppers
O-14.....Squash
O-15.....Spinach
O-16.....Okra
O-17.....Other (specify)

Nursery Stock
P-00.....Intent Only
P-01.....Irrigation
P-02.....Potting
P-03.....Cultivating
P-04.....Fertilizer Application
P-05.....Weeding
P-06.....Thinning
P-07.....Pruning
P-08.....Other (specify)

Pheasant Farming
PF-00...Intent Only
PF-01...Nest Preparation
PF-02...Feeding
PF-03...Harvesting Birds
PF-04...Other (specify)

Poultry
PL-00.....Intent Only
PL-01.....Pullet Care
PL-02.....Layer Hen Care
PL-03.....Egg Processing
PL-04.....Other (specify)
PL-05.....Slaughter
PL 06.....Evisceration
PL 07.....Deboning
PL 08.....Packaging

Rouging (Weeding Crops)
Q-00.....Intent Only
Q-01.....Milo
Q-02.....Corn
Q-03.....Other (specify)

Ranching
R-00.....Intent Only
R-01.....Working Cattle
R-02.....Feeding Cattle
R-03.....Fencing
R-04.....Hauling/driving
R-05.....Other (specify)

Pork Processing
S-00.....Intent Only
S-01.....Slaughter
S-02.....Skinner
S-03.....Meat Cutter
S-04.....Packager
S-05.....Evisceration
S-06.....Other (specify)

Turkey Processing
T-00.....Intent Only
T-01.....Deheading
T-02.....Plucking
T-03.....Evisceration
T-04.....Washing
T-05.....Deboning
T-06.....Processing
T-07.....Packaging

Farm Hand
X-00.....Intent Only
X-01.....General Labor
X-02.....Other (specify)

Sheep Shearing
SS-00...Intent Only
SS-01...Shearing

Goat Shearing
GS-00...Intent Only
GS-01...Shearing

Potato Harvest
PH-00...Intent Only
PH-01...Harvesting
PH-02...Sorting
PH-03...Hauling (specify)
PH-04...Processing
PH-05...Other (specify)

Explanation of Required Information

1. A-C   Enter names of both parents if living together; indicate if parent or self-eligible youth.
2. A-C   Enter current address and home phone number.
3. Enter children's full names who have same QAD as parents [see # 13]
4. Use M or F
5. Enter birthdates of all listed children, use a 6 digit entry [01/01/01]
6. Verification code – see list below
7. Grade code – see list below
8. Race code – see list below
9. SIMS ID# - 9 digits
10. Birth Place   City/State/Country
11. Enter the school district, city, state or country from which the parent and children moved prior to their present residence.
12. Record the activity at their previous residence that qualified this family as migrant.
12 (a). Insert the number of months the family resided at their previous residence.
13. Qualifying Arrival Date (QAD) is the date the family unit or self-eligible youth arrived at the place where the qualifying work is sought or performed. If the child(ren) precedes the parent, or worker, the QAD is the date the parent arrived. If the parent, or worker, precedes the child(ren) the QAD is the date the child(ren) arrives. Different QADs require a separate COE.
14. Choose one – child moved with/to join/on his(her)own
15. Name of employer and city in which they are located.
16. Record date child(ren) enrolled in school
17. Check either "to obtain" or "to seek" depending on the interview with the worker. Check either Temporary or Seasonal employment and check either agricultural or fishing employment. Insert qualifying activity code from the above list.
18. List other work household members hold
19. Comments – clarification/back history. Explain any item that might not be clear to the person who will review this verification form.
20. Record the reason for a child's absence from school if those reasons are due to a migratory lifestyle.
21. Determine if the qualifying work is a primary means of livelihood for the family – check Yes or No
22. Based on the information noted in item 17, check the appropriate box.
23. Check the appropriate box when FERPA rights have been explained to the parent.
24. Review the information contained in the COE to determine that the family engages in temporary/seasonal qualifying work as a primary means of livelihood.

COE Codes

Cell #6: Verification of Birth
1003 (Baptismal or church certificate)
1004 (Birth Certificate)
1005 (Entry in family Bible)
1006 (Hospital certificate)
1007 (Parent's affidavit)
1012 (Driver's license)
1013 (Immigration document)
2382 (Life insurance policy)
9999 (Other)

Cell #7: Grade Classification
P0 – P5 – Preschool age 0-5 years
K – Kindergarten
1-12 – Grade level
UG – Ungraded (includes SPED students / self-eligible youth)

Cell #8: Race Codes
1 – American Indian / Alaska Native
2 – Asian / Pacific Islander
3 – Black (Not Hispanic)
4 – Hispanic
5 - White (Not Hispanic)

An electronic copy of this certificate of eligibility is available by calling 605.773.3218 or logging on to: http://doe.sd.gov/oess/title/1partc/index.asp